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REFERENCE
MANUAL

NATIONAL PHOTOGRAPHIC
INTERPRETATION CENTER

OASIS: DISSEMINATION CONTROL SUBSYSTEM

January 1979

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DISSEMINATION CONTROL ABBREVIATIONS

NOFORN-	Not Releasable to Foreign Nationals
NOCONTRACT-	Not Releasable to Contractors or Contractor/Consultants
PROPIN-	Caution-Proprietary Information Involved
USIBONLY-	USIB Departments Only
ORCON-	Dissemination and Extraction of Information Controlled by Originator
REL . . .	This Information has been Authorized for Release to . . .

OASIS: DISSEMINATION CONTROL
SUBSYSTEM

A Reference Manual for DCB/RSD/PSG

January 1979

Prepared by the Computer Services Division, PSG

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LIST OF ILLUSTRATIONS

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INTRODUCTION

The Operations and Administration Support Information System (OASIS) consists of several subsystems which support the various activities of the Reference Services Division (RSD).

The Dissemination Control Subsystem of OASIS is designed to assist the Dissemination Control Branch of the Reference Services Division (DCB/RSD) in the recording, distribution, and control of classified materials. These classified materials include documents, errata, briefing aids, microfiche, graphics and various types of memoranda.

ASSUMPTIONS

We assume that those who use this manual have received training provided by the Computer Service Division in the use of the Dissemination Control Subsystem of OASIS. We also assume that you know how to operate a Delta Data 5000 CRT.

GENERAL DESCRIPTION

You can use the Dissemination Control Subsystem:

* to identify all classified or code word materials received by DCB.

* to disseminate these materials to the appropriate addressees.

* to maintain detailed records on all disseminated materials.

* to generate signature receipts for every addressee to which materials are shipped.

* to generate tracer notices for shipments which have not been acknowledged by recipients.

* to generate periodic reports cataloging and/or describing the materials which have been disseminated.

* to answer specific requests concerning the dissemination of
materials.

The Dissemination Control Subsystem consists of the Material Dissemination File (MDF),
software and on-line equipment. On-line CRTs will be located in your work areas.

The Dissemination Control Subsystem also includes the Materials History File (MHF). It
will be maintained off-line on magnetic tape. Semiannually, data will be copied from the
MDF into the MHF. You will also have the capability of restoring records from the MHF back
into the MDF through use of the OASIS Archival Restoration Program (OASRSTR). Because
archival procedures will not be initiated until 1980, their design and implementation will be
delayed until a later date.

The control of classified materials has been divided into five major functions:

- recording materials received and disseminated
- disseminating materials
- approving materials for foreign dissemination
- generating signature receipts
- generating various reports

Recording Materials Received

Two units in DCB/RSD disseminate materials. The Distribution Unit handles bulk shipments
and the Registry Unit processes smaller shipments and individual copies. The processing pro-
cedures are identical except that the Distribution Unit may use a feature of the subsystem
that automatically assigns copy numbers to standard lists of addressees.

When material arrives in DCB/RSD, it is first checked via the CRT to determine if the
material has been previously entered in the file. If the material has been entered, then its
descriptive data is verified. If the material has not been previously entered, then DCB/RSD
gives the material a security control number (SCN) if it does not already have one. The SCN
is a unique number assigned to each item in the file. Then DCB/RSD enters descriptive data on
the item. If necessary, DCB/RSD may assign an accession number and physically record the
number on the material. The accession number also may be assigned and entered into the system
at a later time.

Disseminating Materials

The subsystem will then process the copies of the material for distribution. This can be done in two ways. The subsystem will automatically assign copy numbers for distribution for items which are distributed in bulk to a standard list of addressees. In the case of items that are disseminated to only a few addressees or an item that is disseminated to just one addressee, you enter the copy assignment data directly. The subsystem then uses this information to generate receipts and to maintain a permanent record of the dissemination.

Errata for materials stored in the file are disseminated in the same manner as original materials. After an errata is given an SCN, the description data from the original is displayed. Then the data is edited, if necessary. The errata is then processed for distribution in the same way as original materials.

The subsystem can also be used to process materials for destruction. Items to be destroyed are processed in the same manner as items to be disseminated except that D$\emptyset\emptyset\emptyset$ is entered for addressee.

Approving Materials for Foreign Dissemination

Any material disseminated to a foreign addressee, that is, an addressee outside the continental United States, must be reviewed and approved for dissemination by the TCO before it can be shipped. The subsystem will facilitate this extra handling with a batch program (OASFLIST) which is used to produce a list of all materials that are to go to foreign addressees. This list is forwarded to the TCO along with the material to be disseminated. The TCO reviews the material, determines the copy distribution for each item on the list, and decides whether or not it can be passed to foreign governments. The distribution and classification data are then entered into the MDF for receipt generation.

Generating Signature Receipts

The subsystem does not generate a receipt for each item that is disseminated. It does generate a receipt which lists all of the materials being sent to a particular addressee at a particular time. The signature on this receipt will indicate that all copies of the items listed on it have been received by the addressee and will serve in lieu of a separate signed receipt for each document.

The data used for the generation of receipts is stored in the MDF. You have the option of requesting that all pending foreign receipts, all pending domestic receipts, or receipts for specific addressees be printed. Two copies of each receipt are printed on Form 143 paper (standard sized computer paper). Receipts for foreign addressees will have a different format than those for domestic addressees.

Generating Reports

The subsystem can be used to generate three different types of reports: periodic reports, special purpose reports and tracer notices.

Periodic reports are those reports which are produced on a regular basis. The type of data included in these reports is fixed. Periodic reports will be produced by CSD upon request. The response time for periodic reports is overnight.

The following types of periodic reports will be produced:

General Dissemination Reports: These reports will list the materials you disseminated during a specified time period. These include reports covering:

* all materials disseminated.
* all materials disseminated to foreign addressees.
* all materials disseminated to domestic addressees.
* all NPIC originated materials sent to the Records Center.
* all materials of a specified report type.

Foreign Release Reports: These reports list materials disseminated to a specific foreign addressee during a specified time period. There are five types of foreign release reports:

* all materials disseminated to all foreign addressees.
* all materials disseminated to a specific foreign addressee.
* all materials of a specific type disseminated to a specific foreign addressee.

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* all materials originated by a specific agency that
  have been disseminated to a specific foreign ad-
  dressee.
* all materials of a specific type originated by a
  specific agency that have been disseminated to
  a specific foreign addressee.

Special Purpose Reports: Special Purpose Reports are those which
are not predefined and are usually precipitated by unusual oc-
currences within the intelligence community. Requests for these
reports will be processed as quickly as possible. The Query
Language Processor (QLP) will be used to answer these requests.

Tracer Notices: A tracer notice is a report that identifies re-
ceipts that have not been acknowledged by the recipient. Tracer
notices will be produced for all domestic receipts that have not
been acknowledged after ten days and for all foreign receipts
that have not been acknowledged after thirty days.

THE DISPLAYS

GENERAL DESIGN

In general the design of the displays discussed in this manual is the same:

TOP OF DISPLAY

- defense classification and control
  system

- one line reserved for a message re-
  garding the status of the display
  or an error

- title and identification of the
  display and page number

BODY OF THE DISPLAY

BOTTOM OF THE DISPLAY

- what to do next expressed as one or
  more abbreviated options

- defense classification and control
  system

Fields on the displays which contain Xs will be filled with data generated by the
subsystem.

GENERAL PROCEDURES

The CRT displays discussed in this chapter are the means by which you will enter and re-trieve data from the on-line files. You will have access to the following displays:

* Material Dissemination Options (MDF∅)
* Material Description Data
* Address List Designation
* Copy Assignments
* Build Address List
* Addressee Identification
* Review Receipt

Before you can use any of these displays, however, you must follow this general procedure.

* First enter and transmit "sign-on" data
  via the Sign-On Display.

* Then select the Dissemination Control
  Subsystem option via the OASIS Options
  Display (OAS∅).

USING THE CRT KEYBOARD

Use the CRT keyboard to

* enter data
* change displayed data
* delete displayed data

Unless otherwise instructed, always enter data above the dashes that appear on the CRT screen, e.g.

--------------- ---------- -

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The number of dashes indicates the number of character positions in the entry. Data that can be changed or deleted always appears with a dash below each character. To change an entry simply type the new over the old one.

You may enter, change, and delete data as often as you wish before transmitting the display to the computer.

USING THE LIGHT PEN

A light pen is connected to the right-hand side of each Delta Data CRT. When pressed against the screen, the pen marks an option you have selected.

Options you may select may appear anywhere in the display. Each will always be preceded by a pair of brackets [-].

To make your selection

* place the tip of the pen anywhere on the name of the option or inside the brackets

* gently press the pen against the screen until the tip is depressed

* the letter X will appear inside the brackets preceding your choice

To cancel your selection repeat this procedure.

PAGING THROUGH A DISPLAY

The number of pages comprising a display appears at the top of the display, to the right of the title. You may page through the display by using either the function keys or by using the paging options listed at the bottom right of the display then transmitting.

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* PA1 - page backward.

* PA2 - redisplay page.

* PA3 - page forward.

       or

* GO TO PG [--] - Enter page number.

* [-] FW - Light pen to display next page.

* [-] BK - Light pen to display preceding page.

USING THE FUNCTION KEYS TO FLOW TO DISPLAYS

    There are two other function keys that you may use to flow to the option displays.

* PF1 - OASIS Options Display.

* PF2 - Material Dissemination Options Display.

ERROR AND STATUS MESSAGES

    In each display, line 2 -- immediately under the top classification line -- is reserved
for error and status messages. Status messages concern the status of the record you are up-
dating. Some error messages and what to do should you receive one are presented in the last
chapter of this manual.

TIME LIMITS

    You may use the displays as long as you wish. By using a display we mean transmitting
choices or data or using one·of the function keys at the top of the right of the keyboard.

If you have not used a display for 20 minutes, the program will automatically terminate, and TERMINAL INACTIVE will appear on the screen.

To begin another program run, sign on again and redisplay the CRT page that was on the screen when the program was terminated.

TERMINATING A PROGRAM RUN

To terminate a run of the program, press the PA4 function key.

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*                                                                                   *
*                                                                                   *
*                              NPIC DATA SYSTEM                                      *
*                                                                                   *
*                                                                                   *
*                         NAME -------------                                         *
*                                                                                   *
*                         BADGE NO. ------                                           *
*                                                                                   *
*                         COMPONENT ---                                             /*
*                                                                                   *
*                         PASSWORD -------                                           *
*                                                                                   *
*                         MODE ----                                                  *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
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* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

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SIGN-ON DISPLAY

Be sure the SYS AVAIL light to the right of the
screen is on. If it is not, the CRT cannot be
used for processing.

1. Press the PA4 function key. Sign-On
    Display will appear on screen. If it
    does not, repeat this step.

2. Enter your name, badge number, component
    code, password, and the letters OAS.
    Unlike the other data you have just
    typed, your password will not appear on
    the screen. Press TRANSMIT.

If you entered all data correctly, the OASIS
Option Display (OAS∅) will appear on the screen.

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```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*                                                                                             *
*                                                                                             *
*                                  OASIS OPTIONS                                              *
*                                                                                             *
*                                                                                             *
*              [-] FILM OPTIONS                                                               *
*                                                                                             *
*              [-] DISSEMINATION OPTIONS                                                      *
*                                                                                             *
*                                                                                             *
*                                                                                             *
*                                                                                             *
*                                                                                             *
*                                                                                             *
*                                                                                             *
*                                                                                             *
*                                                                                             *
*                                                                                             *
*                                                                                             *
*                                                                                             *
*                                                                                             *
*                                                                                             *
*              [-] DISSEMINATION MAINT                                                        *
*                                                                                             *
*                                                                                             *
*                                                                                             *
*                                                                      [-]XMIT                *
*                                                                                             *
*                                                                                             *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

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OASIS OPTIONS DISPLAY

USE: To list the options of OASIS and to select the option that you are going to use.

INSTRUCTIONS:

   [-] DISSEMINATION OPTIONS - Light pen and transmit this option if you wish to use the
                                Material Dissemination Options Display to process material
                                for dissemination.

   The film and maintenance options are not available to DCB/RSD.

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*                                                                                             *
*                                                                                             *
*                          MATERIAL DISSEMINATION OPTIONS                                     *
*                                                                                             *
*                                                                                             *
*        INPUT AND REVIEW:                                                                     *
*        [---------------] SECURITY CONTROL NUMBER         PRINT RECEIPTS FOR:                 *
*             [-] MATERIAL DESCRIPTION DATA                [-] ALL DOMESTIC                    *
*             [-] COPY ASSIGNMENTS                         [-] ALL FOREIGN                     *
*             [-] ERRATA FOR ORIGINAL:                     [-----] ADDRESSEE                   *
*                     SECURITY CONTROL NUM [--------------]                                    *
*                                                                                             *
*                                                                                             *
*        RECEIPT MAINTENANCE:                                                                  *
*        [---------] RECEIPT NUMBER                        ADDRESSEE INFORMATION:              *
*        [-----] ADDRESSEE                                 [-] ADDRESSEE ID LIST               *
*             [-] VOID RECEIPT                                  [---] ADDRESSEE                *
*             [-] REPRINT RECEIPT                              [-] ALL                         *
*             [-] REVIEW RECEIPT                           [-] ADDRESS LIST                    *
*             [-] RECEIPT RETURNED                             [--] ADDRESS LIST               *
*                     CABLE NUM [--------]                                                     *
*                                                                                             *
*                                                                                             *
*                                                                                             *
*                                                                                             *
*                                                                                             *
*                                                                                             *
*        [-] OAS∅                                                       [-] XMIT               *
*                                                                                             *
*                                                                                             *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

MATERIAL DISSEMINATION OPTIONS DISPLAY (MDFØ)

USE: To display options provided by the Dissemination Control Subsystem and to provide you
with access to them. Also used to request the printing of receipts; to void, review or
reprint a receipt; or to mark a receipt returned.

FUNCTIONS: There are four major material dissemination functions:

                              - input and review
                              - receipt maintenance
                              - print
                              - addressee information

INSTRUCTIONS: Choose only one option of one function each time you use this display. Light
pen the option and enter data between the brackets if appropriate. If you make a mistake in
entering data, type over the erroneous data. Then <u>transmit</u>. If you are using the input and
review function, the addressee information function or the review receipt option of the receipt
maintenance function, the first display in a set will appear. If you are using any other
option of the receipt maintenance or the print function, the subsystem will send a message that
the operation has been completed. The message will appear in the second line of the display.

        INPUT AND REVIEW:

            [---------------] SECURITY CONTROL NUMBER

            <u>Required Entry</u>:   Each item stored in the MDF is identified by
                             an SCN. Any new item entered into the system
                             must be assigned an SCN. To review data
                             already stored in the file, enter the SCN of
                             the item.

[-] MATERIAL DESCRIPTION DATA

> Light pen this option to enter new data into
> the MDF or to review data already in the
> system.

[-] COPY ASSIGNMENTS

> Light pen this option to review or change copy
> assignments for an item already in the MDF.

[-] ERRATA FOR ORIGINAL:
    ⌐ SECURITY CONTROL # [---------------]

> Light pen this option to process errata for dis-
> semination. Enter an SCN for the errata. Then
> enter the SCN of the original between the brackets
> on the line below the option. This is a required
> entry.

RECEIPT MAINTENANCE:

[---------] RECEIPT NUMBER

Required Entry: The subsystem automatically assigns a unique,
nine-character alphanumeric number to every
receipt it generates. This serves to identi-
fy each receipt. You must enter the number of
the receipt you wish to work on between the
brackets.

[----] ADDRESSEE

Required Entry: Each addressee in the file is given a unique,
four-character alphanumeric identification
number. Foreign addressee IDs begin with an F.

Domestic addressee IDs begin with a D. Type
the addressee ID number of the receipt be-
tween the brackets. Now you may choose one
of the following options:

[-] VOID RECEIPT

Light pen this option to void a receipt. When
the receipt has been voided, a message will
appear in the second line of the display indi-
cating that the operation is complete.

[-] REVIEW RECEIPT

Light pen this option to review a receipt either
before or after it has been printed and to print
receipts for items requiring priority dissemina-
tion.

[-] REPRINT RECEIPT

Light pen this option to reprint a receipt.
The subsystem will automatically reprint the
receipt and send a message to the second line
of the display indicating the program has
been initiated.

[-] RECEIPT RETURNED
      CABLE NUM [--------]

Choose this option to mark the receipt returned.
For receipts for domestic addressees, light pen
[-] RECEIPT RETURNED. For receipts from foreign
addressees, you must also enter the cable
number which serves in lieu of a signed receipt.
A message will appear in the second line of the
display when the operation is complete.

PRINT RECEIPTS FOR:

    [-] ALL DOMESTIC

           Light pen this option to print all pending
           receipts for domestic addressees. A message
           will appear in the second line of the display
           indicating that the program has been initiated.

    [-] ALL FOREIGN

           Light pen this option to print all pending
           receipts for foreign addressees. A message
           will appear in the second line of the display
           indicating that the program has been initiated.

    [----] ADDRESSEE

           To print the pending receipt for a specific
           addressee, enter the appropriate addressee ID
           number between the brackets. A message will
           appear in the second line of the display when
           the program has been initiated.

ADDRESSEE INFORMATION:

    [-] ADDRESSEE ID LIST
        [----] ADDRESSEE
        [-] ALL

           Choose this option to identify the name of an
           addressee from its addressee ID number or to
           display a complete addressee ID list.

        * To determine the identity of a
          specific addressee, light pen
          [-] ADDRESSEE ID LIST and type
          the addressee ID number between
          the brackets.

        * To display the complete addressee
          list, light pen [-] ADDRESSEE ID
          LIST and then light pen [-] ALL.

[-] ADDRESS LIST

    [--] ADDRESS LIST ID

            Choose this option to display standard address
            lists that are stored in the file or to create
            a new address list.

                * To review an address list stored in
                  file, light pen [-] ADDRESS LIST
                  and enter the Address List ID
                  number between the brackets.

                * To create a new address list, light
                  pen [-] ADDRESS LIST and then enter
                  the ID number for the new list be-
                  tween the brackets.

WHAT YOU CAN DO NEXT:

    [-] OAS∅

            Light pen and transmit this option if you wish
            to go to the OASIS Options Display, or press the
            PF1 function key.

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*                                  TOP SECRET                                      *
*                                                                                  *
*                                                                                  *
*                            MATERIAL DESCRIPTION DATA                            .*
*                                                                                  *
*                                                                                  *
*     XXXXXXXXXXXXXX  SECURITY CONTROL NUMBER              ERRATA?   XXX            *
*                                                                                  *
*     [---------------------------] REPORT NUMBER                                  *
*     [-------] REPORT DATE                                                        *
*     [----] SECURITY CLASSIFICATION                                              *
*     [------] ORIGINATING AGENCY                                                 *
*     [---------] ACCESSION NUMBER  (S-NUMBER)                                     *
*     [--] COUNTRY CODE                                                            *
*                                                                                  *
*     TITLE  [-------------------------------------------------]                   *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*     [-] UPDATE              ADDR LIST  [--]                                      *
*                             [-] COPY ASSIGNMENTS                                 *
*     [-] OASØ     [-] MDFØ                                       [-] XMIT          *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                  TOP SECRET.                                     *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

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MATERIAL DESCRIPTION DATA DISPLAY

USE: To enter new description data into the file or to review and/or edit existing descrip-
tion data in the file.

INSTRUCTIONS: To enter new data, type in the appropriate data between the brackets. The
report number, accession number and country code are optional; the other entries are required.
Light pen [-] UPDATE and then transmit. The display will reappear showing the new data.

    Data already in the file will appear in the bracketed areas in the display. To edit
type over the data you wish to change. Light pen [-] UPDATE and transmit. The display will
reappear showing the changes.

    You must light pen [-] UPDATE to enter data into the MDF. If you do not, the new data
will not be entered. This option appears on all displays where data can be entered or changed
and is intended to serve as an extra check to make sure incorrect data is not entered into the
MDF.

WHAT YOU CAN DO NEXT:

     ADDR LIST [--]

                         Choose this option to automatically
                         assign copy numbers to addressees on
                         a predefined address list. Enter
                         the number of the address list you
                         wish to use between the brackets then
                         transmit.

     [-] COPY ASSIGNMENTS

                         Light pen and transmit this option if
                         you wish to assign the copy numbers
                         directly.

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[-] OAS∅

> Light pen and transmit this option if you wish to go to the OASIS Options Display or use the PF1 function key.

[-] MDF∅

> Light pen and transmit this option if you wish to go to the Material Dissemination Options Display or use the PF2 function key.

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```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*                                                                                   *
*                                                                                   *
*                          ADDRESS LIST DESIGNATION                                 *
*                                                                                   *
*                                                                                   *
*                                        XXXXXXXXXXXXXX SEC CNTL NUM                 *
*                                 XXXXXXXXXXXXXXXXXXXXXXXXXX REPORT NUM              *
*        XX   ADDRESS LIST ID                                                        *
*                                                                                   *
*        REPORT TYPE                       NUMBER OF COPIES                          *
*                                                                                   *
*           XXXXX                             [---]                                 *
*           XXXXX                             [---]                                 *
*           XXXXX                             [---]                                 *
*           XXXXX                             [---]                                 *
*                                                                                   *
*                                                                                   *
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*                                                                                   *
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*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*   [-] OASØ        [-] MDFØ      [-] COPY ASSIGNMENTS                [-]XMIT        *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
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ADDRESS LIST DESIGNATION DISPLAY

USE: To automatically generate copy assignment data for a specific standard address list.

INSTRUCTIONS: Type the number of copies that are to be assigned between the brackets opposite
the appropriate report type. (Note: The report type is an abbreviation which indicates the
kind of report that is to be distributed to the addressees on the address list.) Transmit.
The Copy Assignments Display will appear and will show copy assignments and receipt numbers.

     If there is a discrepancy between the number of copies that you entered on the display
and the number of copies that the address list specifically calls for, an alert message will
appear on the second line of the Copy Assignments Display. If you entered more copies than
the address list calls for, copy numbers will be assigned up to the total the address list
calls for. The excess copies will be unassigned but may be assigned using the Copy Assignments
Display. If you enter fewer copies than the address list calls for, copy numbers will be
assigned up to the total you entered on the display. The rest must be assigned using the Copy
Assignments Display.

WHAT YOU CAN DO NEXT:

     [-] OAS∅

                         Light pen and transmit this option if you
                         wish to go to the OASIS Options Display
                         or use the PF1 function key.

     [-] MDF∅

                         Light pen and transmit this option if you
                         wish to go to the Material Dissemination
                         Options Display or use the PF2 function
                         key.

[-] COPY ASSIGNMENTS

Light pen and transmit this option if you
wish to go to the Copy Assignments Display
for a reason other than automatically
assigning copies.

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```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*                                                                                  *
*                                                                                  *
*                             COPY ASSIGNMENTS              PAGE XX OF XX           *
*       XXXXXXXXXXXXXXXXXXXXXXXXXXX RPT NUM        XXXXXXXXXXXXXX SEC CNTL NUM       *
*                                                                                  *
*                                    COPIES                                         *
*        ADDRESSEE      RPT TYPE    SEC CODE    FROM    TO    RLSE CODE    SAN    RECEIPT NUM   *
*  [-]    [----]        [-----]     [----]     [---]  [---]     [-]       [-]    XXXXXXXXX      *
*  [-]    [----]        [-----]     [----]     [---]  [---]     [-]       [-]    XXXXXXXXX      *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
*     [-] ADD [--]     [-] DELETE        [-] UPDATE                                 *
*     [-] OAS∅      [-] MDF∅         GO TO PG [--]   FW [-]   BK [-]        [-]XMIT  *
*                                                                                  *
*                                                                                  *
*                                                                                  *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

COPY ASSIGNMENTS DISPLAY

USE: To directly assign copy data, display automatically assigned copy data, or to review
  and/or edit previously assigned copy data.

INSTRUCTIONS:

Entering Copy Assignments For Domestic Addressees:

  * Type the addressee ID number, report type security code and copy numbers between the
    brackets under the appropriate columns. The copy numbers will appear exactly as you
    enter them.

  * If the copies of the document are sanitized versions of the original, enter an S be-
    tween brackets in the SAN column.

  * Light pen [-] UPDATE.

  * Transmit. The display will reappear showing this data and the appropriate receipt
    number for each addressee.

Entering Copy Assignments For Foreign Addressees:

  * Type FØØØ between the brackets in the addressee column.

  * Enter the report type, copy numbers and security code.

  * Light pen [-] UPDATE.

  * Transmit. The display will reappear showing the new data, but it will <u>not</u> show a
    receipt number. The subsystem will use this data for the generation of a Foreign
    Approval List which will be passed to the TCO for review.

  * After the TCO approves the material for dissemination, enter the addressee ID number
    over the FØØØ.

    * Enter the rest of the data between brackets in the appropriate columns.

    * Light pen [-] UPDATE.

    * Transmit. The display will reappear showing the new data along with the appropriate receipt number for each addressee.

(Note: The subsystem automatically generates all receipt numbers. For a description of the Foreign Approval List, see PRINTED OUTPUT.)

Edit Data Already in the File:

    * Type the correct data over the incorrect data.

    * Light pen [-] UPDATE.

    * Transmit. The display will reappear showing the corrected data.

Processing Materials for Destruction:

    * Enter D$\emptyset\emptyset\emptyset$ as the addressee ID number.

    * Enter copy data as appropriate.

    * Light pen [-] UPDATE.

    * Transmit.

Getting Additional Lines for Entering Data:

    * Light pen [-] ADD [--].

    * Type the number of lines you wish to add between the brackets.

    * Transmit. The display will reappear showing the new blank lines. You must enter data on these lines before you transmit the page again. If you do not they may disappear from the display.

Making Additional Assignments to Automatically Generated Lists:

* Review the copy assignments that were automatically generated when you used the
  Address List Designation Display to make sure they are correct.

* Add as many additional lines to the display as you need.

* Add additional addressees using the blank lines just added.

* Light pen [-] UPDATE.

* Transmit.

Deleting Copy Assignments From the List:

* Light pen the line or lines you wish to delete.

* Light pen [-] DELETE.

* Transmit. The display will reappear without the lines you deleted.

Paging Through the Display:

* Use the function keys or paging options at the bottom of the display.

WHAT YOU CAN DO NEXT:

[-] OAS∅

                              Light pen and transmit this option if you
                              wish to go to the OASIS Options Display or
                              use the PF1 function key.

[-] MDFØ

Light pen and transmit this option if you
wish to go to the Material Disseminations
Options Display or use the PF2 function
key.

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*                                                                               *
*                                                                               *
*    XX ADDRESS LIST ID                  BUILD ADDRESS LIST            PAGE XX OF XX   *
*                                                                               *
*                                                                               *
*         ADDRESSEE                        REPORT TYPE             NUMBER OF COPIES    *
*                                                                               *
*    [-]    [----]                          [-----]                  [---]        *
*    [-]    [----]                          [-----]                  [---]        *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*    [-] ADD        [-] DELETE      [-] DELETE LIST     [-] UPDATE               *
*    [-] OAS∅       [-] MDF∅             GO TO PG [--] PG  [-] FW  [-] BK    [-] XMIT   *
*                                                                               *
*                                                                               *
*                                                                               *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

BUILD ADDRESS LIST DISPLAY

USE: To create an address list to meet standard distribution requirements or to review and
edit an existing address list. The display can also be used to delete an address list from
the MDF.

INSTRUCTIONS: To create a new address list enter the addressee ID, report type and the number
of copies between the brackets under the appropriate columns. Continue this process until the
address list is complete. Light pen [-] UPDATE and then transmit. The display will reappear
showing the completed address list.

To edit, type the correct data over the incorrect data. Light pen [-] UPDATE and then
transmit. The display will reappear showing the corrected data.

To insert, an addressee on the list you must first get a blank line. To get a blank line,
light pen the brackets on the line directly above the place where you wish to insert an ad-
dressee. Light pen [-] ADD and transmit. The display will reappear showing the blank line
that you added. You can only insert one blank line at a time, and you must enter data on it
before you transmit the page again. If you do not enter data on the line, it may disappear
after you transmit again.

To add a blank space to the bottom of the list light pen the bracket next to the last
addressee on the list. Light pen [-] ADD then transmit. The display will reappear with a
blank line for entering data at the end of the list.

To delete one or more addressees from the address list, light pen the line or lines you
wish to delete. Then light pen [-] DELETE and transmit.

To delete a complete address list from the MDF, light pen [-] DELETE LIST and then trans-
mit. The Material Dissemination Options Display will then appear.

This display may consist of several CRT pages. To page through the display use the
function keys or paging options at the bottom of the display.

WHAT YOU CAN DO NEXT:

    [-] OAS∅

                    Light pen and transmit this option if you
                    wish to go to the OASIS Options Display,
                    or use the PF1 function key.

    [-] MDF∅

                    Light pen and transmit this option if you
                    wish to go to the Material Dissemination
                    Options Display, or use the PF2 function
                    key.

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*                                                                                   *
*                                                                                   *
*                          ADDRESSEE IDENTIFICATION              PAGE XX OF XX       *
*                                                                                   *
*                                                                                   *
*         ADDRESSEE  ID        ADDRESSEE NAME        POUCH PREFIX     ROOM       LOCATION  *
*                                                                                   *
*       [-]     [----]      [--------------------]      [---]      [-----]    [-------]  *
*       [-]     [----]      [--------------------]      [---]      [-----]    [-------]  *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*       [-] ADD [--]          [-] DELETE      [-] UPDATE                              *
*       [-] OAS∅              [-] MDF∅               GO TO PG [-]  [-] FW  [-] BK  [-] XMIT  *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

ADDRESSEE IDENTIFICATION DISPLAY

USE: To enter new addressee names, ID numbers, pouch prefixes, room numbers and locations into
  the MDF. To edit, delete and/or review addressee names, ID numbers, pouch prefixes, room
  numbers and locations already entered into the MDF.

INSTRUCTIONS: To add a new addressee

  * Enter the addressee ID number and addressee name between the brackets.

  * If the addressee is foreign you must enter the pouch prefix. The room
    number and location are optional entries for all addressees.

  * Light pen [-] UPDATE.

  * Transmit. The display will reappear showing the newly entered data.

  (Note: If you try to assign an addressee ID number that is already in the file, an error
message will appear in the second line of the display. Foreign addressee ID numbers begin
with F. Domestic addressee ID numbers begin with D.)

  To edit existing data in the file, type the correct data over the incorrect data. Light
pen [-] UPDATE and then transmit. The display will reappear showing the corrected data.

  To get additional lines at the bottom of the display, light pen [-] ADD, type the number
of lines you want to add between the brackets and transmit. The display will reappear showing
the additional blank lines. Enter new data. You must enter data on these lines before you
transmit the page again. If you do not, they will disappear from the display.

  To delete one or more addressees from the file, light pen the line or lines you wish to
delete and [-] DELETE and then transmit.

  This display may consist of several CRT pages. To page through the display use the
function keys or the paging options at the bottom of the display.

WHAT YOU CAN DO NEXT:

    [-] OAS∅

                    Light pen and transmit this option if you
                    wish to go to the OASIS Options Display, or
                    use the PF1 function key.

    [-] MDF∅

                    Light pen and transmit this option if you
                    wish to go to the Material Dissemination
                    Options Display or use the PF2 function
                    key.

```
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
*                                    TOP SECRET                                     *
*                                                                                   *
*                                 REVIEW RECEIPT                  PAGE XX OF XX      *
*                                                                                   *
*                                                                                   *
*      RECEIPT NUMBER    XXXXXXXXX              DATE DISSEMINATED     XXXXXX         *
*                                                                                   *
*      ADDRESSEE        XXXX              CABLE NUMBER/RETURN RECEIPT  XXXXXXXXXX    *
*                                                                                   *
*                                                                                   *
*      SEC CNTL NUMBER       REPORT TYPE      SEC CODE      COPY NUMBERS    RLSE CODE *
*   [-]  XXXXXXXXXXXXXX        XXXXX            XXXX           XXX-XXX          X     *
*                  .             .               .              .              .     *
*                  .             .               .              .              .     *
*                  .             .               .              .              .     *
*                  .             .               .              .              .     *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*   [-] OASØ      [-] MDFØ      [-] NEW RECEIPT      GO TO PG [--]  [-] FW  [-] BK   *
*                                                                       [-] XMIT    *
*                                                                                   *
*                                    TOP SECRET                                     *
* * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *
```

REVIEW RECEIPT DISPLAY

USE: To review receipts either before or after they have been printed and to print receipts
   for items requiring priority dissemination.

INSTRUCTIONS: This display is intended for review.   You cannot change any of the data on the
   display.   Use the paging options or function keys to page through this display.

   Reviewing Receipts: When you review a receipt the DATE DISSEMINATED and the CABLE
                        NUMBER/RETURN RECEIPT may contain different entries.

   * If the receipt you are reviewing has not been printed, the DATE DISSEMINATED will be
     blank.

   * If the receipt you are reviewing has not been acknowledged by the recipient, the CABLE
     NUMBER/RETURN RECEIPT will read NOT RCD.

   * If you are reviewing a domestic receipt that has been acknowledged, the CABLE
     NUMBER/RETURN RECEIPT will read RECEIVE.   If the receipt is for a foreign addressee
     and has been acknowledged, the cable number will appear.

   * If the receipt you are reviewing has been voided, the CABLE NUMBER/RETURN RECEIPT
     will read VOID.

   Generating Priority Receipts: This option allows you to create a priority receipt for
                                  any item(s) appearing on a regular receipt.

   * Light pen the item or items you wish to include on the priority receipt.

   * Light pen [-] NEW RECEIPT.

   * Transmit.   The item or items you selected will be taken off the original receipt,
     assigned a new receipt number and a hard copy of the new receipt will be printed.   The
     new receipt will be displayed.

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WHAT YOU CAN DO NEXT:

    [-] OAS∅

> Light pen and transmit this option if you
> wish to go to the OASIS Options Display
> or use the PF1 function key.

    [-] MDF∅

> Light pen and transmit this option if you
> wish to go to the Material Dissemination
> Options Display or use the PF2 function
> key.

Reverse side blank

SECRET

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SECRET

PRINTED OUTPUT

The Dissemination Control Subsystem provides DCB/RSD with various printed reports, listings, and receipts. Some are printed automatically from information input on a CRT screen. Others are printed by the QLP or a batch program that retrieves the appropriate information.

AUTOMATIC OUTPUT

Receipts for both foreign and domestic addressees are printed or reprinted automatically through the use of the Material Dissemination Options Display. (See MATERIAL DISSEMINATION OPTIONS DISPLAY (MDF∅).)

Domestic Receipts: You may generate receipts for a single domestic addressee or all domestic addressees. The name and address of the recipient appears in the upper left-hand corner. In the upper right-hand corner is a place for the recipient to acknowledge receipt of the item(s). A sample domestic receipt appears in Figure 1. (Note: The Document Number on a domestic receipt is the security control number.)

Foreign Receipts: You may generate a receipt for a single foreign addressee or for all foreign addressees. The name and address of the recipient appears in the upper left-hand corner. Each receipt generated for a foreign addressee is automatically assigned its own SCN by the subsystem. This appears in the upper right-hand corner.

Foreign receipts contain more elements of data than domestic receipts. The SEC CODE refers to the classification of each item. The REPORT DATE refers to the date each item was issued. A sample foreign receipt appears in Figure 2.

Receipt Generation Summary: Each time you print a single receipt or a batch of receipts, a Receipt Generation Summary is also printed. It will be attached to the last page of the last receipt in the run. A sample Receipt Generation Summary appears in Figure 3.

```
                        DOCUMENT RECEIPT                              PAGE XX OF XX

                                                      RECEIPT NUMBER: XXXXXXXXX

                    ORIGINATOR : NPIC        ----SIGN AND RETURN TO [  ] REGISTRY----

                    DATE SENT  : XXXXXX              OFFICE:

XXXXXXXXXXXXXXXXXXXXX                                DATE OF RECEIPT :
XXXXX
XXXXXXX                                             SIGNATURE :
                        DESCRIPTION OF DOCUMENTS(S) SENT :

        DOCUMENT NUMBER      COPY NUMBERS        CLASS

        XXXXXXXXXXXXXXX       XXX-XXX            XXXX
                .               .                 .
                .               .                 .
                .               .                 .
                .               .                 .
```

25X1

FIGURE 1.   SAMPLE DOMESTIC RECEIPT.

TOP SECRET

PAGE XX OF XX

CONTROL NUMBER : XXXXXXXXXXXXXX

POUCH NUMBER   : XXXXXXXXX

DATE DISSEMINATED : XXXXXX

XXXXXXXXXXXXXXXXXXXXXXX
XXXXX
XXXXXXX

SEC CODE	ORIG CODE	REPORT TYPE	REPORT DATE	COUNTRY CODE	DOCUMENT TITLE	COPY NUMBERS	CONTROL NUMBER	RELEASE CODE
XXXX	XXXXXX	XXXXX	XXXXXX	XX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XXX	XXXXXXXXXXXXXX	X
XXXX	XXXXXX	XXXXX	XXXXXX	XX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XXX	XXXXXXXXXXXXXX	X
.	.	.	.	.	.	.	.	.
.	.	.	.	.	.	.	.	.
.	.	.	.	.	.	.	.	.
.	.	.	.	.	.	.	.	.

/// AND NO OTHERS ///

TOP SECRET

SECRET

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SECRET

FIGURE 2. SAMPLE FOREIGN RECEIPT.

```
                RECEIPT GENERATIONS SUMMARY
        DATE:    781219      TIME:    18402668

                ADDRESSEE       RECEIPT NUMBER

                  F002          HR1000009
                  F003          HR1000010
                  F004          FF3000011
                  F005          FF5000012
        NUMBER OF RECEIPTS GENERATED   004
```

FIGURE 3.   SAMPLE RECEIPT GENERATION SUMMARY.

QLP AND BATCH OUTPUT

There are two basic types of output generated by QLP and batch programs: output with an immediate response requirement and output with an overnight response requirement.

Output With Immediate
Response Requirement

There are two types of output with an immediate response requirement: Foreign Approval Lists and Special Purpose Reports.

Foreign Approval List: The Foreign Approval List, which is generated by the OASFLIST Program, serves as a worksheet for the TCO. Each item to be sent to a foreign addressee is given a special addressee ID number (F$$$) either on the Copy Assignments Display or from a standard list through the Address List Designation Display. The subsystem then stores these special addressees until the OASFLIST Program is initiated.

After it is printed, the list and copies of the items to be disseminated are sent to the TCO. If the TCO approves the items for dissemination, he assigns copy numbers, address ID numbers and release codes. If for some reason the classification of the item is different from the classification of the original, then the TCO fills in the new classification.

The items on the Foreign Approval List are then reassigned via the Copy Assignments Display. (See COPY ASSIGNMENTS DISPLAY.) Items that are not approved will not appear in a new Foreign Approval List. A sample Foreign Approval List appears in Figure 4.

Special Purpose Reports: The contents of these reports are not predefined. They are precipitated by unusual occurrences within the intelligence community. The various types of reports that can be generated will be discussed in the next section.

TOP SECRET

FOREIGN APPROVAL LIST

DATE: YYMMDD   TIME: HHMM

SEC CNTL NUMBER	REPORT TYPE	SEC CD	COUN CD	ORIG	COPY NUMBERS	ADDRESSEE	RELEASE CODE	SEC COD
	REPORT NUMBER			COPY NUMBERS				
XXXXXXXXXXXXX	XXXX	XXXX	XX	XXXXXX	--- ---	----	-	----
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			XXX-XXX		--- ---	----	-	----
					--- ---	----	-	----
XXXXXXXXXXXXX	XXXX	XXXX	XX	XXXXXX	--- ---	----	-	----
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			XXX-XXX		--- ---	----	-	----
					--- ---	----	-	----

NUMBER OF ENTRIES FOR APPROVAL XXX

TOP SECRET

FIGURE 4. SAMPLE FOREIGN APPROVAL LIST.

Output With an Overnight
Response Requirement

There are five basic types of reports and lists that can be generated by the subsystem:

- General Dissemination Summary Reports
- Foreign Release Reports
- Address List Reports
- Addressee Identification List
- Tracer Notices

All of these programs will be initiated by operators in COB/CSD upon request.

General Dissemination Summary Reports: These reports list all of the materials disseminated by DCB/RSD during a specific time period. A sample General Dissemination Summary Report appears in Figure 5. Abbreviations on the report stand for the following:

ADDRESSEE	Addressee ID number
CABLE NUMB	Cable number
CC	Country code
CLAS	Defense classification of _original_ item
COPIES	Copy numbers of items sent to particular addressee
DATE DISSEM	Date document was disseminated
ERRATA?	Indicates if item is an errata
ORIG	Agency that originated the document

TOP SECRET

REPORTS DISSEMINATED FROM XXXXXX TO XXXXXX

SEC CNTL NUMB	REPORT NUMBER ADDRESSE RPT TYPE	S NUMB SEC CODE	CLASS ORIG COPIES	RPT DTE CC REL CODE	RCPT NUMB	TITLE DATE DISSEM	CABLE NUMB	ERRATA?
XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXX XXXXXX	XXXXXX XX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			X
	XXXX XXXXX	XXXX	XXX-XXX	X	XXXXXXXXX	XXXXXX	XXXXXXXX	
	XXXX XXXXX	XXXX	XXX-XXX	X	XXXXXXXXX	XXXXXX	XXXXXXXX	
	XXXX XXXXX	XXXX	XXX-XXX	X	XXXXXXXXX	XXXXXX	XXXXXXXX	
XXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXX XXXXXX	XXXXXX XX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			X
	XXXX XXXXX	XXXX	XXX-XXX	X	XXXXXXXXX	XXXXXX	XXXXXXXX	

TOP SECRET

FIGURE 5. SAMPLE GENERAL DISSEMINATION SUMMARY REPORT.

RCPT NUMB	Receipt number
RPT DATE	Date report was issued by originating agency
RPT TYPE	Report type
SEC CNTL NUMB	Security control number
SEC CODE	Defense classification of the copies of the item sent to each addressee
S NUMB	Accession number

There are five types of General Dissemination Summary Reports:

* General Dissemination Reports - Lists all materials disseminated during a specified time period. There are two lists: one is sorted by SCN and the other is sorted by report number. If for some reason an item does not have a report number, it will appear first on the list sorted by report number.

* Foreign Dissemination Reports - Lists all materials disseminated to foreign addressees during a specific time period. There are two lists: one is sorted by SCN and the other is sorted by report number.

* Domestic Dissemination Reports - Lists all materials disseminated to domestic addressees during a specific time period. There are two lists: one is sorted by SCN and the other is sorted by report number.

* Records Center Reports - Lists all materials sent to the
  Records Center during a specified time period. There are two
  lists: one is sorted by SCN and the other is sorted by re-
  port number.

* Dissemination of Specific Report Types - Lists all items of
  a specific report type disseminated to all addressees during
  a specified time period. Can include up to four different
  report types. Sorted by SCN.

Foreign Release Reports: These reports list all materials disseminated to all foreign
addressees or to a specific foreign addressee during a specified time period. These
reports differ in format and contain fewer data elements than the General Dissemi-
nation Reports. A sample Foreign Release Report appears in Figure 6.

* General Foreign Release Reports - Sorted by addressee.

* Disseminations to a Specific Foreign Addressee - Can be
  further refined by originator, report type or originator
  and report type. List can include up to four different
  originators and six different report types.

Address List Reports: Lists all address lists by address list ID number. Produced
periodically. A sample Address List Report appears in Figure 7.

Addressee Identification List: Lists all addressees in the MDF. Sorted by addressee
ID number and addressee name. Produced periodically. A sample Addressee Identi-
fication List appears in Figure 8.

Tracer Notices: Tracer notices are sent out to addressees who have not acknowledged
the receipt of a shipment of materials. There are two types of tracer notices:

* Domestic Tracer Notices - Sent out if shipment of materials
  to a domestic addressee has not been acknowledged after ten
  days. Domestic tracers are the same as domestic receipts
  except that the word tracer appears in the upper left and
  lower right corners.

TOP SECRET

MATERIALS RELEASED TO FOREIGN GOVERNMENTS FROM XXXXXX TO XXXXXX

ADDR	SEC CONTROL NUMBER	ORIG INATOR	CLASS	RPT DATE	RPT TYPE	COPY NUMBERS	REL. CODE	TITLE	RECEIPT NUMBER	DATE DISSEM	CABLE NUMBER
XXXX	XXXXXXXXXXXXXX	XXXXXX	XXXX	XXXXXX	XXXXX	XXX-XXX	X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXXX	XXXXXXXX
	XXXXXXXXXXXXXX	XXXXXX	XXXX	XXXXXX	XXXXX	XXX-XXX	X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXXX	XXXXXXXX
	.	.	.	.	.	.		.	.	.	.
	.	.	.	.	.	.		.	.	.	.
	XXXXXXXXXXXXXX	XXXXXX	XXXX	XXXXXX	XXXXX	XXX-XXX	X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXXX	XXXXXXXX
XXXX	XXXXXXXXXXXXXX	XXXXXX	XXXX	XXXXXX	XXXXX	XXX-XXX	X	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXX	XXXXX	XXXXXXXX
	.	.	.	.	.	.		.	.	.	.
	.	.	.	.	.	.		.	.	.	.
	.	.	.	.	.	.		.	.	.	.

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SECRET

SECRET

FIGURE 6.   SAMPLE FOREIGN RELEASE REPORT.

	ADDRESS LISTS	DATE: XXXXXX	PAGE XX OF XX
ADDRESS LIST ID	ADDRESSEE CODE	REPORT TYPE	NUMBER OF COPIES
XX	XXXX	XXXXX	XXX
	XXXX	XXXXX	XXX
	.	.	.
	.	.	.
	.	.	.
	.	.	.

FIGURE 7.   SAMPLE ADDRESS LIST REPORT.

ADDRESSEE IDENTIFICATION LIST   PAGE XX OF XX

ADDRESSEE CODE	ADDRESSEE NAME	ROOM	LOCATION	POUCH PREFIX
XXXX	XXXXXXXXXXXXXXXXXXX	XXXXX	XXXXXXX	XXX
XXXX	XXXXXXXXXXXXXXXXXXX	XXXXX	XXXXXXX	XXX
.	.	.	.	.
.	.	.	.	.
.	.	.	.	.
.	.	.	.	.

FIGURE 8.   SAMPLE ADDRESSEE IDENTIFICATION LIST.

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* Foreign Tracer Notices - Sent out if a shipment of material
  to foreign addressees has not been acknowledged after 30
  days. Foreign tracers are the same as foreign receipts
  except that the word tracer appears in the upper left and
  lower right corners.

Getting the Printed Reports

   All QLP and batch output will be printed in the Computer Operations Branch. To obtain
a printed report, you must first fill out a blue copy of the Operations Branch Work Request
(Form 1125, Revised 6-78). A sample Operations Branch Work Request appears in Figure 9. Fill
out the request form in the following manner.

* Fill in the pertinent information on the top portion of the form.

* Under JOB DESCRIPTION, check the appropriate box for the
  report you want printed. You may select only one per
  request.

* If you wish to have a Summary Report or a Foreign Release
  Report printed, you must enter the dates you want the
  report to cover.

* You may request a Summary Report that covers the dissemi-
  nation of up to four specific report types. Enter the
  report type(s) you wish the summary to cover in the
  blanks.

* You may request a Foreign Release Report that covers
  dissemination to a single addressee. Be sure to enter
  the addressee ID number in the space provided on the form.

* You may also request a Foreign Release Report that breaks
  down disseminations to a single addressee by report type
  and/or originator. These requests may contain up to six
  report types and four originators. Enter the report type(s)
  and/or the originator(s) on the blank lines on the form.

SECRET

FIGURE 9.   SAMPLE OPERATIONS BRANCH WORK REQUEST.

Reverse side blank

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SECRET

ERROR MESSAGES

Error messages from the Dissemination Control Subsystem will appear on the second line of your CRT display or on your printed output.

ERROR MESSAGES ON CRT DISPLAY

The error messages that may appear on your CRT display and what to do if you receive one are listed below.

Error Messages	What To Do
ADDRESS LIST ASSIGN DISCREPANCY	The number of copies you entered in the Address List Designation Display does not correspond to the number of copies called for by the address list you selected. If the number you assigned is greater than that called for by the address list then the copies will be assigned up to the number called for by the address list. If the number you have entered is less then copy assignments will be made up to the number you entered.
ADDRESS LIST DOES NOT EXIST	The address list ID number that you have entered is not in the MDF. Enter the correct address list ID number and try again.
ADDRESS LIST EMPTY	The address list ID number that you have entered does not contain any entries. Enter the correct address list ID number and try again.

Error Messages	What To Do
ADDRESSEE DOES NOT EXIST	You are trying to assign copy numbers to an addressee that is not in the MDF. If the addressee ID is valid, you must enter the addressee in the addressee ID list before trying again.
DUPLICATE ADDRESSEE CODE -- UPDTE IGNORED	You have attempted to assign the same addressee ID number to two different addressees. Correct error and try again.
DUPLICATE SECURITY CONTROL NUMBER	The security control number you attempted to assign to either a new item or an errata is already assigned to an item in the MDF. Check to make sure you have entered the SCN correctly. If so then assign a new number.
ENTER DESCRIPTIVE DATA BEFORE GOING ON	You have attempted to assign copy data before entering all the required descriptive data into the MDF. Make sure you have entered all the required data on the Material Description Data Display.
EXTRANEOUS DATA FOUND DELETE BLINKING FIELD	You have attempted to use more than one option on a display. Delete the extraneous material and try again.
ILLEGAL ADDRESSEE CODE	The addressee code you entered is not in the proper format. (F or D followed by three numbers). Enter the addressee code correctly and try again.

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Error Messages	What To Do
INSERT DATA INCOMPLETE -- UPDATES IGNORED	You did not enter a complete line of data for a new entry in the Addressee ID list. Enter the missing data and try again.
INTERNAL LOGIC ERROR	This is a program error. Try again. If you receive this message again, call CSD/Technical Services Branch.
ITEM REQUESTED HAS BEEN ARCHIVED	The security control number you entered exists but has been archived. (You should not receive this message until the archival program has been put into operation).
ORIGINAL ARCHIVED - ENTER OR RESTORE DATA	The original item for the errata you are trying to enter has been archived. You may restore the archived material and re-enter the errata or enter the description data for the errata directly. (You should not receive this message until the archival program has been into operation.)
POUCH NUMBER NOT AVAILABLE	The block of Security Control Numbers allocated to receipts has been exhausted. See your supervisor.
RECEIPT PREVIOUSLY VOIDED	The receipt you are trying to mark returned has been voided. Try again with the correct receipt number.
RECEIPTS FAILED TO INITIATE -- TRY AGAIN	The receipt or receipts that you requested were not printed. Wait a moment and try again.

Error Messages	What To Do
REQUESTED DATA DOES NOT EXIST	The data you requested is not in the MDF. Make sure your entry is correct and try again.
REQUIRED FIELD MISSING	You have failed to enter all the necessary data for the option you wished to use. Enter the missing data and try again.
YOU HAVE VIOLATED SECURITY	You have attempted to gain access to a display that you are not permitted to use. Use only the displays that you are permitted to use.

ERROR MESSAGES ON PRINTED OUTPUT

The error messages that may appear on your printed output and what to do if you receive one are listed below.

Error Messages	What To Do
ADDRESSEE DOES NOT EXIST	You have requested a receipt for an addressee that is not in the MDF. Correct the addressee ID number and try again.
ADDRESSEE IDENTIFICATION MISSING	The addressee you used does not have accompanying identifying data. Enter the full data through ADDRESSEE IDENTIFICATION Display. Try again.
DATA BASE ACCESS ERROR XXXXXX XXXXXXXXXXX	This is a subsystem error. Try again. If you receive this message again, call CSD/Technical Support Branch.

Error Messages	What To Do
DATA CARD FORMAT ERROR	This is a subsystem error. Try again. If you receive this message again, call CSD/Technical Support Branch.
DATA CARD MISSING	This is a subsystem error. Try again. If you receive this message again, call CSD/Technical Support Branch.
IMPART ERROR	This is a subsystem error. Try again. If you receive this message again, call CSD/Technical Support Branch.
NO COPY DATA - RECEIPT SHOULD BE VOIDED	This receipt contains no copy numbers. It should be voided.
NO FOREIGN APPROVALS PENDING	There are no items stored in the MDF for the Foreign Approvals List.
NO RECEIPTS READY TO BE PRINTED	There are no receipts of the type you requested ready to be printed.
PROCESSING ERROR--ERROR CODE = XX	This is a subsystem error. Try again. If you receive this message again, call CSD/Technical Support Branch.
RECEIPT DOES NOT EXIST	The receipt you have requested to be reprinted does not exist. Correct the receipt number and try again.

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